

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
JULY 12, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on July 12, 2001, at 1:00 PM Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Fred Siegelman of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the issues in the distributed agenda.*

INTRODUCTION

Dr. Siegelman called the meeting to order and reviewed the agenda for the meeting.

SUBCOMMITTEE REPORTS

ISO 17025 - Dr. Siegelman, Chair

Dr. Siegelman reported that he expects the contractor to complete its review of the current draft of the chapter which includes the International Organization for Standardization (ISO) 17025 language, adding references, annotations, etc. The complete language from ISO 17025 will be included, as will be NELAC-specific requirements and explanatory notes.

Asbestos - Dr. George Kulasingham, Chair

Dr. Kulasingham reported that subcommittee has had difficulties arranging meetings with essential members present. He noted that they are communicating by Email, addressing method-matrix issues, including fibers in drinking water, bulk analysis of hazardous and solid waste, and fibers in air.

Performance Based Measurement Systems (PBMS) - Mr. Scott Siders, Chair

Mr. Siders noted that the subcommittee is awaiting response of this committee to its May 11, 2001 proposal. Following discussion, Dr. Siegelman asked committee members to Email their comments directly to Mr. Siders, copying him, and to be prepared to discuss and collect the responses at the next committee meeting. It was noted that a copy of the NELAC 7-approved chapter would be helpful; this will be sent to committee members as soon as final review is completed.

It was noted that a question on inclusion of Appendices D.2 - D.7 in this revision effort has been received. Several committee members commented that some disciplines (e.g. toxicology) do not appear amenable to PBMS treatment. It was agreed that the committee's efforts in preparation for voting at NELAC 8 will be focused on inclusion of ISO 17025 language, adjustments for PBMS, and response to comments received since NELAC 7.

Microbiology - Ms. Marty Casstevens, Chair

Dr. Siegelman reported that the subcommittee has been meeting and that its present discussion is focused on the issue of allowing laboratory-prepared media as well as commercially-supplied media.

COMMENTS RECEIVED

Dr. Siegelman referred the committee members to a list of comments received since NELAC 7:

1. Requirements for new or reconditioned instruments.
2. Accrediting Authorities (AAs) concern on subcontracting.
3. Electronic signatures.
4. One standard calibration for method 6010B.
5. Electronic data and hard copy data requirements.
6. PBMS subcommittee request for direction.
7. Prepared and Commercial Culture media.
8. Quality Control Data requirements in Final Report.
9. Editorial change: the reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. Radiochemical Quality Control requirements.

Following discussion, it was agreed that in order for the committee to meet its deadlines, commentors will be asked to follow the "Procedures for Accepting and Considering Public Comments" (see <http://www.epa.gov/ttnnela1/comments.html>). Specifically, this means that comments must be written, stating the section number and include:

- a. Current Standard Text,
- b. Comment with Rationale, and
- c. Proposed Wording Change

The list of comments was discussed, item by item. Several (2,5, 3, and 9) were resolved. The issue of new or reconditioned instruments (#1) was discussed: Dr. Siegelman will forward background information to committee members and request Mr. Cliff Glowacki to complete his suggested response. The issue of single point ICP standardization (#4) was discussed, and the implications; it was agreed that Dr. Siegelman will forward background information to committee members for their review and request Mr. David Mendenhall complete his suggested response.. Several items (6, and 7) are discussed in the subcommittee reports. Additional information will be requested from the commentor who submitted item 8. The discussion of item 10 indicated that the committee consensus was that the radiochemical quality control requirements in the standard are appropriate. Those committee members with access to radiochemical experts will seek their comments and Dr. Siegelman will prepare a response.

The issue of time-critical responses to resolve issues raised was noted. Following discussion, it was agreed that resolutions would be forwarded to the National Environmental Laboratory Accreditation Program (NELAP) Director who may communicate the resolution to the Accrediting Authority working group.

NEXT MEETING

Dr. Siegelman asked committee members to prepare for the next meeting by:

- studying the May 11 PBMS document,
- studying Dr. Kircher's 17025 version of the chapter, and
- reviewing the draft of the NELAC 7 approved chapter.

The next meeting of this committee is scheduled for August 9, 2001.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
JULY 12, 2001**

Item No.	Action	Date to be Completed
1	Committee members are to send their comments on the PBMS subcommittee's document of May 11, 2000 to Mr. Siders, and copy Dr. Siegelman.	ASAP
2	Modifications to this chapter will focus on inclusion of ISO 17025 language, adjustments to respond to PBMS, and comments received since NELAC 7.	
3	To permit the committee to meet its deadlines, comments will be accepted in the published manner; commentors not submitting them in this form will be referred to the NELAC website and asked to resubmit them.	
4	Dr. Siegelman will distribute background information on the ICP standardization issue to committee members for their review.	
5	Dr. Siegelman will forward background information on the new or reconditioned instrument.	
6	Dr. Siegelman will forward issue resolutions to the NELAP Director, who may communicate the issue resolution to the Accrediting Authority working group.	

PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
JULY 12, 2001

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